



# St. John's College VACANCIES



Applications are invited to fill the following full-time positions at **St. John's College – High School**:

## 1) Counselor

### Responsibilities:

- Develop and implement programs which emphasize preventive and developmental counselling.
- Guide and prepare peer helpers to assist in student outreach programs.
- Assist students to understand and deal with social, behavioural, and personal issues.
- Serve as a resource for faculty, staff, and parents regarding developmental needs and issues of the student population.
- Contribute to orientation activities for new students aimed at assisting in the successful transition to different educational levels.
- Conduct assessments and faculty consultations to identify the personal development and personal and social wellbeing needs of individual students and the wider student body.
- Work closely with Assistant Headmasters to identify career development needs of individual students and wider student population and to plan and implement responses to those needs.
- Assist the Assistant Headmasters to plan and deliver workshops for students on college selection and application processes.
- Liaise with Headmaster and parents as necessary to give input in student disciplinary matters.
- Conduct professional development sessions on developmental issues for faculty and staff.
- Maintain professional relationships with community mental health and referral sources.
- Maintain appropriate and confidential records of interactions, interventions, referrals, and decisions.

### Qualifications/Requirements:

- A Bachelor's Degree in Psychology or related field.
- At least one year of experience in school counselling.
- License to teach in Belize.
- Experience with diverse ethnic and socioeconomic populations.
- Strong communication skills and ability to express self clearly in writing and orally.
- Strong conceptual skills.
- Ability to work collaboratively with a diverse range of people.
- Ability to prioritize multiple projects and meet simultaneous deadlines.
- Ability to maintain confidentiality.
- Knowledge of adolescent development.
- Familiarity with Belize psychosocial milieu.
- Knowledge and acceptance of standards of professional conduct for school counsellors.
- Ability to exercise sound judgment.
- Willingness to make necessary adaptations in situations where resources are not plentiful.
- Willingness to keep current with trends and issues in the field.
- Commitment to representing the College internally and externally in a manner consistent with the College's mission, values, and standards of professional conduct.

Successful applicants will be expected to participate in orientation programmes and in SJC's continuous formation in accordance with the mission and the goals of the college and the Catholic, Jesuit education.

**Remuneration:** In accordance with the pay scale approved by the Ministry of Education.

Applications are due **Friday, November 22, 2024**.

Applications are available at the Human Resources Office or online at [www.sjc.edu.bz](http://www.sjc.edu.bz).

Please send or deliver the completed St. John's College application for employment along with a cover letter, official sealed transcript, a copy of your highest degree, M.O.E. medical and drug test, police record, two recent references, a copy of your

license to teach, a copy of your birth certificate or passport page, and a copy of your social security card. All copies of these documents must be certified by a Justice of the Peace (JP). Send or deliver the completed application and documents to:

**Human Resources  
St. John's College  
P.O. Box 548  
Belize City, Belize C.A.  
E-mail: [hr@sjc.edu.bz](mailto:hr@sjc.edu.bz)**